

Refund Requests

Can I request a refund of a credit on my account?

Yes, you can request a refund of a credit on your account online.

Requesting a refund does not guarantee one will be issued. Your request will be reviewed by UI staff and upon approval can take up to 30 days to be issued.

Please see “How do I request a refund of a credit on my account?” for more instructions on how to complete this request.

How do I request a refund of a credit on my account?

If you have “FULL” access to this eServices account

1. Log into *UI eServices for Employers*
2. Click into the account you want to request the refund
3. Click the “Account Services” tab
4. Click the “Financials” tab
5. Click the “Refund Request” link

Note: *If the account does not have a credit on the account, a Refund Request cannot be completed.*

- a. Type the amount of the requested refund amount in the “Request” field. This amount can only be up to the “Credit Balance” amount located in the box to the right.
- b. Type a “Request Reason” in the box provided (Optional)
- c. Click “Submit”
- d. You may view or print your confirmation page

To request the credit balance be refunded, complete the information below. Requesting a refund does not guarantee one will be issued. Your request will be reviewed by UI staff and upon approval can take up to 30 days to be issued.

REFUND REQUEST

Request	<input type="text" value="1,000.00"/>	Credit Balance	<input type="text" value="1,000.00"/>
Request Reason	<div>Please send me a refund check for the credit balance.</div>		

Submit

Cancel

Refund Requests

How do I know if the refund request was approved or denied?

The refund request will show completed on the requests tab and you will no longer see the credit on the account.

Original view of the “File & Pay” tab:

FILE & PAY

RATE & BENEFIT INFO

REQUESTS⁰

ACTIVITY

MESSAGES⁰

LETTERS⁰

ACCOUNT SERVICES

ATTENTION NEEDED⁵

ALL QUARTERS

QUARTERS REQUIRING ATTENTION

Filter

Quarter	Report Status	View Report		Tax	Penalty	Interest	Credits	Balance	Messages
Mar 31, 2014	Outstanding	File Now	Pay	0.00	0.00	0.00	1,000.00	-1,000.00	Report Not Filed
Dec 31, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Sep 30, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Jun 30, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Mar 31, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed

The view of the “File & Pay” tab after the refund has been approved:

FILE & PAY

RATE & BENEFIT INFO

REQUESTS⁰

ACTIVITY

MESSAGES⁰

LETTERS⁰

ACCOUNT SERVICES

ATTENTION NEEDED⁵

ALL QUARTERS

QUARTERS REQUIRING ATTENTION

Filter

Quarter	Report Status	View Report		Tax	Penalty	Interest	Credits	Balance	Messages
Mar 31, 2014	Outstanding	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Dec 31, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Sep 30, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Jun 30, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed
Mar 31, 2013	Overdue	File Now	Pay	0.00	0.00	0.00	0.00	0.00	Report Not Filed

The “Requests” tab will show the request has been Completed or Denied:

FILE & PAY

RATE & BENEFIT INFO

REQUESTS⁰

ACTIVITY

MESSAGES⁰

LETTERS⁰

ACCOUNT SERVICES

SEARCH

REQUEST FROM DEC 10, 2013

Change Date

Confirmation Number

Defaults

Filter

Confirmation #	Submitted	Processed	Account	Id	Quarter	Title	Status
0-763-658-240	Feb 08, 2014	Oct 25, 2014	Tax	205 5516		Refund	Completed
1-300-529-152	Feb 08, 2014	Oct 25, 2014	Tax	205 5516		Refund	Denied